



# CITY OF EASTHAMPTON

## EASTHAMPTON RETIREMENT BOARD

199 Northampton Street

Easthampton, MA 01027

(413) 203-1307 TEL

(413) 203-1308 FAX

[etonretire@charterinternet.com](mailto:etonretire@charterinternet.com)

### **RETIREMENT BOARD ADMINISTRATOR EASTHAMPTON RETIREMENT SYSTEM**

The administrator is responsible for the day-to-day operation for the City of Easthampton Retirement Board.

**Duties:** Implements provision of Massachusetts General Laws Chapter 32, Public Employee Retirement Administration Commission (PERAC) regulations, and Retirement Board policies relating to benefits; maintains retirement system data base using TACS/Tyler Technologies software, prepares monthly payroll and year-end tax information, processes monthly warrants, and other duties as assigned by the Retirement Board.

**Qualifications:** B.S./B.A. degree in accounting or related field, minimum of 3 years related experience or equivalent combination of education, training and experience, previous supervisory experience strongly preferred. Government or pension-related accounting experience preferred. Thorough understanding of personal computers and experience with Microsoft Office. Strong interpersonal relations skills.

To apply for this position: submit a letter of application and resume to:

Easthampton Retirement Board  
c/o James Dunham, Chairman  
199 Northampton Street  
Easthampton, MA 01027

Deadline for applications is November 7, 2006.